



TREASURY  
ACQUISITION  
INSTITUTE

Internal Revenue Service  
Constellation Centre  
6009 Oxon Hill Road, Oxon Hill, Maryland 20745  
PHONE: (202) 283-1674

**PLEASE FILL OUT THE FOLLOWING INFORMATION COMPLETELY:**

**NAME:** \_\_\_\_\_

➤➤ **EMAIL ADDRESS:** \_\_\_\_\_ <<

**TITLE:** \_\_\_\_\_ **SERIES/GRADE:** \_\_\_\_\_

**In case of emergency, please notify:** \_\_\_\_\_ (Name/Number)

**Supervisor's Name/Phone:** \_\_\_\_\_

➤➤ **SUPERVISOR'S SIGNATURE:** \_\_\_\_\_ <<

**ORGANIZATION:** \_\_\_\_\_ (If IRS please enter office symbols)

**WORK PHONE #:** \_\_\_\_\_ **HOME PHONE #:** \_\_\_\_\_

**FAX PHONE #:** \_\_\_\_\_

**COURSE TITLE:** \_\_\_\_\_

**DATE OF COURSE:** \_\_\_\_\_

**ALTERNATE DATE IF CLASS IS FULL:** \_\_\_\_\_

**TO REGISTER: COMPLETE THE ABOVE INFORMATION AND HAVE YOUR SUPERVISOR SIGN.  
MAIL OR FAX TO DIANA ALLISON AT TAI (address above) FAX #: (202) 283-1130**

**TAI Cancellation Policy:**



If TAI has to cancel a course for administrative reasons, we will make every effort to notify all confirmed participants. When we contact you, we will be happy to discuss enrolling you in a future session.

**Student Withdrawal Policy:**

If you are unable to attend a class for which you are confirmed, send us a note with your supervisor's signature two weeks before the class starts date.

**Reasonable Accommodations:**

**If you have special needs, please list them here: (i.e. interpreter)**

**AGENCY PROJECT NUMBER**

--	--	--	--	--

**TAI Staff**

Nick Nayak  
Program Manager  
(202) 283-0983

M. Sylvia Ball  
Asst. Program Manager  
(202) 283-1675

Jodi Stark  
Procurement Analyst  
(202) 283-6970

Diana Allison  
Management Analyst  
(202) 283-1674

Shonda Yates  
Management Analyst  
(202) 283-1372

Donald Guy  
Management Analyst  
(202) 283-1292

**CONFIRMATION INFORMATION: (For TAI Staff Use Only)**

*The following information has been confirmed for your class unless otherwise notified by a member of the TAI Staff*

**Course Time:**

\_\_\_\_\_

**Course Location:** TAI, Constellation Centre

Oxon Hill, MD

☐ 1<sup>st</sup> Floor: Room # \_\_\_\_\_

☐ 7<sup>th</sup> Floor: Room # \_\_\_\_\_

**Location is subject to change**

**TAI Staff Approval:**

Initial Here